

## REFUNDS OF FEES PAID ELECTRONICALLY

### Background:

Pursuant the Court's Electronic Case Filing Policies and Procedures at Paragraph #7:

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court, and the filing party is bound by the document filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the Court.

Judicial Conference Policy generally prohibits the refund of fees; however, refunds may be issued upon approval under limited circumstances, such as:

- a. When an overpayment has been made by the filer; or
- b. When a duplicate, identical complaint or notice of appeal is filed more than once by the same attorney or the same law firm.

### Procedures:

1. A refund of fees paid via **Pay.gov** shall be made in writing by application and filed electronically with the Clerk of the Court.
2. The application must contain the following information:
  - a. Date of request
  - b. Full and correct name
  - c. Current and complete address
  - d. Reason for refund
  - e. Case number
  - f. Date of transaction.
  - g. Receipt number or **Pay.gov** tracking ID number.
3. Upon filing, the Clerk's Office will review the application and, if appropriate, issue a Clerk's Order approving a refund.
4. All other applications for refund will be directed to the assigned judge.
5. The Finance Department will issue a refund against the credit card or ACH transaction through **Pay.gov**. Refunds will **not** be issued through checks.